

TELLAKULA JALAYYA POLISETTY SOMASUNDARAM COLLEGE

Code of Conduct

I) Code of Conduct for Principal

II) Code of conduct for Teachers

III) Code of conduct for Non-Teaching Staff

IV) Code of Conduct for Students

V) Code of Conduct for Students in the Library

The Code of conduct of any institution is well-planned guidelines about the nature of working and future growth of institution which shows values and commitments of employees with the employer. A well code of conduct clarifies and organisation mission. Values and principles, linking them with standards of professional conducts. The code articulate the values. The organisation wishes to foster in leaders and employees and in doing so, defines desired behaviour

Objective

To establish statutory compliance and a guiding document for 'Code of Conduct'

I) Code of Conduct for Principal

- 1) Endeavour to fulfil the vision, mission and the objectives of the Institution.
- 2) Promote all the staff members to update their knowledge by encouraging them to organize and participate in seminars, conferences, workshops symposia, orientation and refresher courses.
- 3) Encourage the faculty to carry out research and publish their research papers/articles in reputed national, international journals and books/volumes.
- 4) Strive for procurement, optimum utilization and maintains of ICT in teaching, learning, research and activities on the campus.
- 5) Take all necessary actions to maintain discipline on the campus.
- 6) Treat all faculty members, non-teaching staff, students and stakeholders on equal footing and not indulge in favouritism.
- 7) Involve all the stakeholders in the development of the Institution.
- 8) Promote the decentralization of power for the effective administration of the institution.

II) Code of conduct for Teachers

The faculty shall:

- 1) Perform their duties of teaching, guiding and conducting practical and tutorials in a punctual, consciousness and dedicated manner.
- 2) Impact teaching after thorough preparation for the lessons and use of ICT for this purpose.
- 3) Grow professionally through study, research and attending seminars, conferences symposia, workshops and professional meeting.
- 4) Identify the needs and abilities of the students and guide them in their physical, intellectual, emotional, moral and spiritual development
- 5) Treat all students equally irrespective of their religion, caste, creed colour, sex, social class and language.
- 6) Motivate students to inculcate scientific outlook and sense of respect for physical labour.
- 7) Abstain from accepting any remuneration for coaching, mentoring and guiding students except the one stipulated legally.
- 8) Abstain from provoking students which may lead to religious or communal ill-will.
- 9) Create awareness amongst students of their responsible citizenship moral duty to contribute to national development.
- 10) Respect social, religious, intellectual and linguistic differences amongst students and adopt their instruction accordingly.
- 11) Inculcate competencies and skill amongst student to face national and international challenges.
- 12) Establish cordial and healthy relationship with parents/guardians of students.
- 13) Keep the parents/guardians informed about the progress and needs of students.
- 14) Develop a sense of respect amongst students for their parents/guardians and elders
- 15) Meet the agents/guardians either informally or through meeting of the Management and functions of the institution to promote free and mutual exchange of ideas for the benefits of students, teachers and the institution.
- 16) Exercise their rights and utilize their knowledge and skills to cater to social and national needs, problems and their solution.

- 17) Work to improve the moral and intellectual life of the society/community by participating in various social, cultural religious and academic activities.
- 18) Abstain from any activity which tends to promote communal and religious hatred and enmity amongst different communities, religion or linguistic hatred and enmity amongst different communities, religions or conservation of patriotism amongst the social members.
- 19) Treat all colleagues with respect and on equal footing.
- 20) Abstain from passing derogatory and baseless remarks / allegations against colleagues.
- 21) cooperate with the colleagues in curricular, extra-curricular and research activities.
- 22) Behave with the management and the Principal in a respectful manner.
- 23) Not indulge in any activity detrimental to the image of the management and the institution.
- 25) Contribute to keep the campus of the institution tobacco-free, drug-free, pollution –free, and plastic-free.
- 26) Be obliged to prohibit sexual harassment of a colleague and students on the campus of the institution.
- 27) Not indulge in any unacceptable behaviour like theft, favouritism and insubordination.
- 28) Not indulge in any activity of utilizing the campus for political or other canvassing purposes.
- 29) Not behave in any way that will obstruct teaching, learning, research, extra-curricular and administration activity on the campus.

III) Code of conduct for Non-Teaching Staff

Every non-teaching staff member shall:

- 1) Abide by the rules of dress code on the campus.
- 2) Ensure the cleanliness, maintenance and proper utilization of equipment, apparatus, classrooms and any material in the library, laboratory and on the campus of the institution.

- 3) Treat the Management, Principal, all teachers and non-teaching members with respect and one equal footing irrespective of their religion, caste creed, colour, social class and language.
- 4) Cooperate in the joint welfare of all the teachers and non-teaching staff.
- 5) Contribute to keep the campus of the institution tobacco-free, drug-free, pollution-free and plastic-free.
- 6) Be obliged to prohibit sexual harassment of a colleague and student on the campus of the institution.
- 7) Not indulge in any activity of utilizing the campus for political or other canvassing purposes.

Students are one of the major stakeholders of the college. The whole mechanism of the college is planned and implemented with development of students at its centre.

IV) Code of Conduct for Students

- 1) Attend all the classes, Practical, curricular and co-curricular activities regularly and punctually
- 2) Wear their uniform on the given days
- 3) Carry their college identity card whenever on the campus
- 4) Respect College properties
- 5) Be polite and cooperative in their behaviour
- 6) Be sensitive to the differently able students
- 7) Do not indulge in any form of discrimination based on religion, class, caste, gender and creeds.
- 8) Do not indulge in ragging as its a punishable offence.
- 9) Ragging is strictly prohibited vide Maharashtra state 'Anti-Ragging Act, 1999'. Any student found indulging in ragging in any form within or outside the Institute shall be immediately expelled from the Institute and necessary disciplinary legal action will be taken.
- 10) Contribute to keep the campus of the institution tobacco-free, drug-free, pollution –free and plastic-free
- 11) Be obliged to prohibit sexual harassment of any student and faculty of the institution.

- 12) Students must submit their scholarship/examination forms to the office within time period.
- 13) Use of Mobile phones by students in the classroom/library is strictly prohibited.
- 14) Students must not stand in the ground or porch near the class rooms during the class hours.
- 15) Class projects/assignments must be submitted within a stipulated time.
- 16) Attendance of Internal Examination/Seminars will be compulsory.

V) Code of Conduct for Students in the Library

Every student entering the library should:

- 1) Carry with him/her a valid identity card issued by the Institution.
- 2) Enter his/her name and put signature in the registration book.
- 3) Not use other student's Identity Card for library use.
- 4) Use books, newspaper, journals, dictionaries and encyclopaedia carefully.
- 5) Maintain an atmosphere of dignity and silence in the library.
- 6) Incur own responsibility for theft of any personal belonging from the library.
- 7) Keep his/her mobile on 'off' or 'Vibration' or 'Silent' mode while being in the library.
- 8) Not consume food and drink other drinking water in the library.
- 9) Not use pen drive for copying any material from the library without the permission of the librarian.
- 10) Not be issued/lent any book from the library without valid Identity Card.
- 11) Abide by the decision of the librarian regarding discipline in the library.
- 12) Be liable for stringent action for violation of code of conduct.

Principal